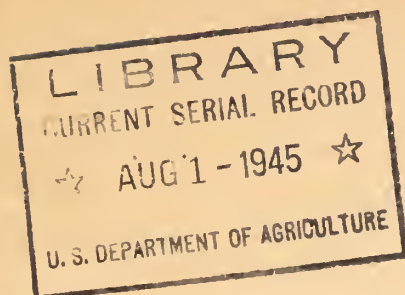


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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25, D. C.



FIELD MEMORANDUM NO. 1108

Re: Administration of the
Case-Wheeler Program

July 21, 1945

TO ALL RANKING FIELD OFFICERS:

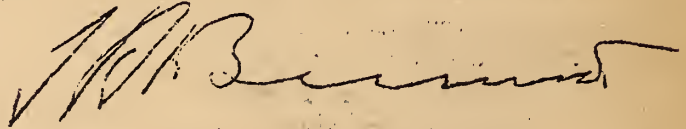
All functions relating to the Water Conservation and Utilization Programs of the War Food Administration as authorized by the Case-Wheeler Act of August 11, 1939, as amended, and the item entitled "Water Conservation and Utility Projects" in the Interior Department Appropriation Act, 1940, as supplemented and continued available by subsequent legislation were transferred from the Farm Security Administration to the Soil Conservation Service pursuant to Administrator's Memorandum No. 27, Revision 1, Amendment 6, dated March 30, 1945.

The Soil Conservation Service took over active administration of the program July 1, 1945, after completion of preliminary arrangements for transfer.

In order to fully utilize the services of all personnel, to establish the proper relation between the existing Soil Conservation Service organization and the new program, and to clarify the relationship of field officers, the following principles will be observed in the administration of the Case-Wheeler program:

1. The Project Supervisor will be in charge of and responsible for all operations at the project.
2. The Project Supervisor will be a line officer of the Soil Conservation Service directly responsible to the Regional Conservator.
3. Appropriate authority will be delegated to the Project Supervisor and staff provided on the project to assist him in meeting his responsibilities.
4. The Regional Conservator will direct arrangements for providing guidance and supplemental technical assistance from the regional staff, the staff of technicians at Denver, and the Division of Irrigation (Research).
5. Assistance with fiscal, procurement, personnel, and other administrative problems will be provided by the regional office.
6. Funds for a project will be authorized to the Regional Conservator and allotted by him to the project supervisor in accordance with the budget prepared by the project staff and approved by the Conservator.

7. Surveys, examinations and proposals involving new projects will be the responsibility of the Water Conservation Division in Washington and in the respective regions. Other staff members, however, will participate in such surveys, examinations and in the preparation of reports. Washington and regional office representatives participating will do so in accordance with arrangements made by the Washington office and the respective regional offices. Technicians at the Denver Office may be called on for assistance in connection with these activities. Regional Conservators may also use the technical personnel of the Division of Irrigation (Research) as needed in accordance with principles already established.
8. The technicians located at Denver will be made available to all projects on the basis of need and work load.
9. The Regional Conservator will be responsible for keeping the State Conservationists fully informed on Case-Wheeler allocations and progress within the states and shall establish principles for the mutual development of contacts with appropriate state agencies and institutions. The Regional Conservators will also establish principles for guiding project supervisors and State Conservationists in the administration of their respective activities in a common area.



Chief